



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:  
COMNAVREG MIDLANT  
INST 11011.10  
REG ENG/Code 20  
28 JUL 2003

### COMNAVREG MIDLANT INSTRUCTION 11011.10

Subj: INTEGRATED REGIONAL REAL PROPERTY MANAGEMENT

Ref: (a) OPNAVINST 11000.16 (Series)  
(b) NAVFACINST 11010.45  
(c) CINCLANTFLTINST 5450.95

Encl: (1) Overview of Integrated Regional Real Property  
Management Instruction Set

1. Purpose. The Integrated Regional Real Property Management (IRRP) instruction is a real property management policy that delineates roles and responsibilities with respect to Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) held Class I (Land) or Class II (buildings, structures, ground improvements, and utilities) real property.

2. Cancellation. COMNAVBASENORVAINSTs 11011.10C and 11010.12E. This constitutes a major revision, and should be read in its entirety.

### 3. Background

a. Reference (a) directed the Navy shore establishment to develop comprehensive infrastructure plans on a regional basis. Reference (b) formalized a detailed regional planning process. Reference (c) assigned COMNAVREG MIDLANT responsibility for all aspects of regional planning, including policy, guidance, oversight, support, and development of facility planning products for the Mid-Atlantic Region.

### 4. Policy

a. COMNAVREG MIDLANT's responsibilities for real property management fall into three general areas: real property planning and coordination; control of real property assets; and asset/condition reporting. Enclosure (1) outlines and identifies key instructions and procedures for real property actions. Instructions and procedures listed in the enclosure will be managed, executed, and maintained in an integrated manner under the capstone policy set forth in this instruction.

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b. This instruction delegates specific real property management responsibilities to the Program Manager (PM), Facilities/ Regional Engineer (REG ENG) (Commanding Officer, Navy Public Works Center (PWC), Norfolk). These responsibilities include reviewing or specifying procedures for review and approval of all actions pertaining to COMNAVREG MIDLANT held Class I and Class II real property plant account, plans, and documents, including; Regional Shore Infrastructure Plans (RSIP); site approvals; real estate instruments; easements; licenses; leases; in-grants; and out-grants. In addition, the PM/REG ENG will approve or specify procedures for approval of assignment of facility spaces; any siting and use of leased or relocatable facilities; and proposed siting for new class II facilities and telecommunication or data transmission lines. The PM/REG ENG has responsibility for executing environmental records of decision, land use control implementation plans, and other land use control related documents. The PM/REG ENG will also allocate resources associated with facility maintenance, repair, and operations, and will maintain facility records, including upkeep of the Naval Facilities Assets Database (NFADB), Annual Inspection Summaries (AIS), property record cards, and base maps.

c. Installation Commanders (ICs), PMs, and Tenant Activities will forward all proposed actions involving real property to the PM/REG ENG or delegated representative for appropriate action. Proposed actions are defined as any action on, or within COMNAVREG MIDLANT held Class I or II property which has the potential to cause impact to the plant account or the operations relying on the plant account for mission accomplishment. Categories of proposed actions on real property include: space assignments; site approvals; building repair or alterations; subsurface work; land use agreements or other real estate instruments; interagency coordination, including state and local governments; and environmental impacts documents.

d. ICs and PMs will review planning actions proposed by the PM/REG ENG to include planned space assignments, site approvals and proposed project priority lists, to ensure coordination with Installation or Program mission responsibilities.



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OVERVIEW OF INTEGRATED REGIONAL REAL PROPERTY  
MANAGEMENT INSTRUCTION SET

1. The following instructions and short descriptions make up the Integrated Regional Real Property Management set of guidance documents.

a. COMNAVREGMIDLANTINST 11010.45 - Space Management. Space Management is the process by which space is assigned to tenant commands on board COMNAVREG MIDLANT controlled installations. Space management is vital to ensure the adequacy of properly assigned facilities during ever-changing mission needs. Space assignments are based on valid mission requirements and will conform to Regional Land Management and Regional Shore Infrastructure plans, and require the concurrence of the IC/PM. In addition, the Space Management process prescribes procedures for the approval of temporary modular facilities or GSA-leased space. Responsibility for the overall management, execution, and maintenance of the process outlined in this instruction, lies with the Regional Engineer Facilities Operations Group (PWC/RE Code 20).

b. COMNAVREGMIDLANTINST 11011.11 - Site Approvals. Site Approvals are a systematic review of proposed projects or activities with respect to environmental and man-made constraints. This document is intended for any project or activity on, or in, COMNAVREG MIDLANT held Class I or II property that: Involves, or is encumbered by, explosive safety criteria; may create, or is in an area illuminated by, electromagnetic radiation; affects, or is in an area affected by, air field safety or AICUZ criteria; changes the use of the facility (category code) or footprint; and; changes, or has the potential to change, the land use or physical layout of an activity. Responsibility for the overall management, execution and maintenance of the process outlined in this instruction lies with the Regional Engineer Facilities Operations Group (PWC/RE Code 20).

c. COMNAVREGMIDLANTINST 11011.12 - Work Permits. The Work Permit process is intended to enable activities to complete projects in compliance with established construction, safety, and environmental regulations, and to ensure the quality, timeliness, and optimal cost for all intended work. Work permits are issued by the REG ENG storefront offices for activities performing any work on COMNAVREG MIDLANT controlled

Enclosure (1)

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Class II property that pierces the building envelope or its components, including alteration, demolition, construction, installation, repair, or replacement of any part of the building. Responsibility for the overall management, execution, and maintenance of the process outlined in this instruction lies with the REG ENG Facilities Operations Group (PWC/RE Code 20).

d. COMNAVREGMIDLANTINST 11011.13 - Real Estate Instruments. Real Estate instruments are any binding agreement with an outside agency, institution, or person(s) that involve real property. Examples include land acquisition, leases, easements, licenses, ingrants, and outgrants. Responsibility for the overall management, execution, and maintenance of the process outlined in this instruction lies with the REG ENG Facilities Operations Group (PWC/RE Code 20).

e. COMNAVREGMIDLANTINST 11011.9 - Dig Permits. The REG ENG storefront office issues dig permits through the Base Dig Coordinator. This is a mandatory requirement for any project or work, which pierces the level of the ground or its improvements, including pavement and building foundations. Responsibility for the overall management, execution, and maintenance of the process outlined in this instruction lies with the REG ENG Utilities Department (PWC/RE Code 600).

f. COMNAVREGMIDLANTINST 11000.1 - Self Help. Self Help projects are simple repair and maintenance projects of real property utilizing the requesting activity's manpower with the technical assistance and material from the Installation Self Help Staff. Responsibility for the overall management, execution, and maintenance of the process outlined in this instruction lies with the REG ENG Facilities Operations Group (PWC/RE Code 20).

g. COMNAVREGMIDLANTINST 5090.2 - Installation Restoration and Land Use Controls. Land Use Controls restrict the use of real property at which environmental contamination is allowed to remain in place. These controls are placed on sites remediated under the Navy Installation Restoration Program. Two types of controls exist: (1) Engineered Controls that include fences, signs, and other physical means or regulating access to and use of real property, and (2) Institutional controls that are administrative restrictions. Responsibility for the overall management, execution, and maintenance of the process outlined in this instruction lies with the REG ENG Environmental Group (PWC/RE Code 90).